

SECRET

MONTHLY ACTIVITY REPORT

FEBRUARY 1961

NON-CIA CABLE DISSEMINATION BRANCH/CS

The Non-CIA Cable Dissemination Branch completed its first full month of operation with the Cable Secretary. The non-CIA cable operation is now completely centralized in Que Building.

The physical transfer of three former RI personnel to the Que Building operation made it possible for the cables to be analyzed and distributed simultaneously to DDP, DDI, and DDS components. This move also made it possible to reduce by two hours, the delivery time of S/S cables to DDP components.

(1) Arrangements were completed to increase the number of cable deliveries to DDP components by utilizing the services of the CS couriers and the CIA courier service. As a result, cable deliveries have been increased from seven to twelve. These arrangements have substantially reduced the time lag in the delivery to cables to DDP components.

(2) Cable service calls from DDP components are now handled more efficiently. This is attributed to the fact that the middle man (RI) has been eliminated and service calls are now being handled directly by more experienced personnel who have immediate access to the central non-CIA cable files.

(3) A gradual start was made to summarize reference cables when they appear in S/S cables. The practice and quality of summarizing reference cables will increase substantially during March as more people are trained in performing these duties.

(4) A saving of three hours was effected in the delivery of cables to WH/DDP in Barton Hall. Cables are now delivered directly to WH by the CIA courier service.

(5) Arrangements were made with ORR to increase the number of cable pickups at Que Building. Cable pickups have been increased from three to five daily.

(6) The Non-CIA Cable Dissemination Branch started the practice of screening regular non-CIA cables for the DDP. In the past, only S/S cables were screened for his interest.

(7) The retention period for non-CIA cables classified Secret and below was reduced from twelve to six months. Six combination file cabinets were transferred to stock.

SECRET

SECRET

2

Personnel matters:

25X1A

[REDACTED] was transferred to the Office of Logistics effective February 19, 1961.

[REDACTED] EOD February 26, 1961.

25X1A

Training:

No personnel of the Non-CIA Cable Dissemination Branch attended OTR courses during the month of February.

SECRET

These reproduction figures are for Feb. 24, 27, and 28th.

These figures show number of copies reproduced only as there was no accountability made of multi-page copies.

| <u>DATE</u> | <u>ITEMS COPIED</u> | <u>COPIES REPRODUCED</u> |
|-------------|---------------------|--------------------------|
| 24 | 142 | 747 |
| 27 | 237 | 1,286 |
| 28 | <u>123</u> | <u>616</u> |
| TOTALS | 502 | 2,649 |

THREE DAY AVERAGES:

ITEMS COPIED : 167

COPIES REPRODUCED: 883

THREE DAY AVERAGE COST - BASED ON SINGLE PAGE COPY: \$ 39.78

883 pages @ 4.5¢ per page

When computing the cost of multiple page copies based on the formula that 1/3 of the copies consisted of two pages, the total number of pages would be 1,177 which is more in line with the exact number of pages reproduced on Feb. 28th. Using this formula, the THREE DAY AVERAGE COST would amount to \$ 52.96.

These reproduction figures are for February 28th, a below average day for S/S cables. All copies were made on Thermofax machines, as the Xerox 914 was unoperative for multiple copies.

No. of cables copied : 123

No. of copies reproduced: 577

No. of pages reproduced : 1,167

TRUE COST OF REPRODUCTION FOR FEB. 28th: \$ 52.51

1,167 pages @ 4.5¢ per page